

Step 3: Create Your Own Career Plan

Name: Click here to enter text.

Date: Click here to enter a date.

Note from Mrs. Nichols:

Phew! You have looked at your authentic self and written a paper about you and your needs. Then you researched dream careers and make a chart of your ideal career. You have worked so hard! Now you will get even more specific, setting goals know as career objectives.

Resource Link:



Use your online, interactive text book: <http://www.gcflearnfree.org/careerplanning/3>.

Here is an outline of what you will be working on they are “bookmarked” to take you to directly to a specific place in the worksheet.

- 1) [Career Objectives](#)
- 2) [Skills Needed](#)
- 3) [Education/Training Needed](#)
- 4) [Financial Costs](#)
- 5) [Time Investment](#)
- 6) [Personal Sacrifices](#)
- 7) [Items and Paperwork Needed](#)
- 8) [Connections and Networking](#)
- 9) [S.M.A.R.T. Goals](#)

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What do you NEED to Succeed?

FOCUS ON YOU #1 CAREER CHOICE!

1. **Career Objectives:** What do you need in order to pursue your career objective? What are your needs? Write two to four objectives. See examples in GCF.

- 1.
- 2.
- 3.
- 4.
- 5.

2. **Skills Needed:**

- a. Do you need to obtain more technical skills, (ex. creating a website, driving a forklift, decorating a cake)? List three to five technical skills you need to improve so you can reach your career objectives.
- b. Does your career require improving your soft skills, (ex. Leadership speaking in public, problem solving)? List three to five soft skills you need to improve to reach your career objective and talk about how you would improve them.

3. **Education/Training Needed:** answer the following questions with a short explanation.

- a. Do you need a college degree?
- b. Do you need to take classes?
- c. Do you need to complete a certification program?
- d. Can you learn from a mentor, volunteering or on-the-job?

4. **Financial Costs:** can you and how will you afford your training?

- a. Education and training classes/courses?
- b. Appropriate clothes?

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- c. Career building items like books, computers, business cards, and other supplies?
- 5. **Time Investment:** How much time will pursuing your career objective require?
 - a. Years?
 - b. Hours per week?
 - c. Can you work a part-time job and get it all done?
- 6. **Personal Sacrifices:** List the pros and cons of the personal sacrifices others have had to make and relate it you!!!
 - a. Giving up evenings and/or weekends to study, work or take more classes?
 - b. The amount of attention you give to friends and family?
 - c. Not having the money to go to a movie, eating out, and such?
 - d. Not having the time to "get in shape"?
- 7. **Items and Paperwork Needed:** Check what you think you will need:
 - ☐ Many versions of a resume with cover letters for each
 - ☐ Work samples or portfolio
 - ☐ Job application information
 - ☐ References
 - ☐ New clothes for networking or interviewing
 - ☐ Business cards
 - ☐ Journal, calendar, on a mobile device for staying organized and on task
- 8. **Connections and Networking:** Specific examples are on GCF.
 - a. Talk about your personal connections to the career objective:
 - b. How would it be helpful to have professional connections?
 - c. What networking could you be involved it?

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Summarize it all up by creating a SMART goal:

Create goals that are S.M.A.R.T. (Specific, Measureable, Attainable, Realistic and Timely)

Goal One:

- ✓ Specific:
- ✓ Measureable:
- ✓ Attainable:
- ✓ Realistic:
- ✓ Timely:

Goal Two:

- ✓ Specific:
- ✓ Measureable:
- ✓ Attainable:
- ✓ Realistic:
- ✓ Timely:

Which strategies will you use to stay motivated and on-task?

I will use...